



COUNTY OF SAN DIEGO

**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PSYCHIATRIC TECHNICIAN

Class No. 004618

■ CLASSIFICATION PURPOSE

Under immediate supervision, to provide para-professional special care to mentally ill and emotionally disturbed patients in county mental health facilities and clinics; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class are found in the Health and Human Services Agency. Psychiatric Technicians use psychotherapeutic approaches and modalities with patients in mental health facilities and clinics. This class differs from Licensed Vocational Nurse in that the latter provides skilled nursing care to patients and clients.

■ FUNCTIONS

**The examples of essential functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Provides psychiatric nursing care to patients.
2. Administers oral, intramuscular, and subcutaneous medications under the supervision of a physician or registered nurse.
3. Observes patient behavior, symptoms, and progress.
4. Reports observations to registered nurses or physicians orally or in writing.
5. Assists professional nurses and physicians as directed.
6. Takes temperature, pulse rate, respiration rate and blood pressure.
7. Assists in the de-escalation of disturbed patients.
8. Assists in admitting and discharging patients.
9. Transcribes physicians' orders.
10. Assists in preparing and implementing individual patient care plans.
11. May transport patients.
12. May apply constraints to contain patients.
13. May facilitate patient therapy groups.
14. Assists with patient teaching and social rehabilitation.
15. Supervises and monitors patients within the facility.
16. Provides courteous, high quality service to patients and members of the public by personally responding to requests for service or making appropriate referral.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Preparation and administration of medication to psychiatric patients.
- Behavior patterns of hospitalized psychiatric patients with symptoms of severe to mild mental illness or health issues.
- Medical and psychiatric emergency procedures, including the management of assaultive behavior.
- Principles and techniques of counseling and psychotherapy sessions.
- Principles of emotional, intellectual, and physical aspects of growth and development.
- County policy, hospital rules and regulations and Medi-Cal.
- Principles and procedures of basic psychiatric nursing care.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Monitor the day-to-day living activities of groups of hospitalized psychiatric patients with mental health issues.
- Transcribe physicians' orders.
- Develop meaningful interpersonal therapeutic relationships with psychiatric patients.
- Adapt to various working environments.
- Accept and work with various patients' physical, behavioral and cultural differences.
- Communicate in written form and oral form.
- Maintain patient confidentiality.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the patient's or customer's immediate needs and ensure the receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Occasional: sitting, bending and twisting at waist, squatting, kneeling, pushing and pulling of hand, and reaching above and below shoulder level. Frequent: walking, standing, bending and twisting of neck, and simple grasping.

Must be able to lift up to 50 lbs., and occasionally 70lbs.

## ■ SPECIAL LICENSES, CERTIFICATES, NOTES, OR REQUIREMENTS

### License/Card

Valid California Class C driver's license is required at time of appointment or the ability to arrange necessary, timely transportation for field travel. Employees in this class may be required to use their personal vehicle. Some positions may require a Class B driver's license within 90 days of appointment.

Valid California Psychiatric Technician License is required at time of application and must be maintained throughout employment.

### Certification/Registration

Valid CPR card to be obtained by time of appointment and must be maintained throughout employment.

**Valid PRO-ACT (Professional Assault Crisis and Restraint Certification Training) Certification is highly desirable. New incumbents must complete this training during orientation and prior to working with patients.**

### Notes

Registered Nurses supervise Psychiatric Technicians working at the San Diego County Psychiatric Hospital. Psychiatric Technicians working at the Polinsky Children's Center are supervised by Licensed Mental Health Clinicians.

#### Working Conditions

May be subjected to infectious illnesses and psychiatric patients whose behavior is unpredictable, and occasionally violent and combative.

May use a vehicle to drive a patient to an appointment.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a background check.

#### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: November 30, 1964**  
**Revised: August 30, 2002**  
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**Revised: June 9, 2004**  
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